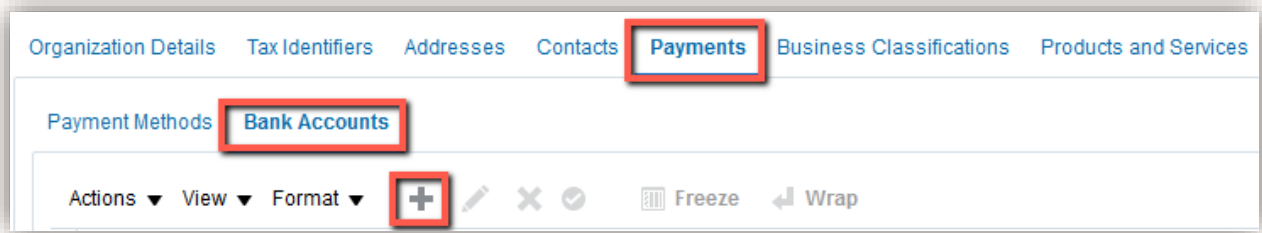
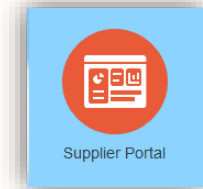




# UPDATING YOUR BANKING IN SUPPLIER PORTAL

## How to update your banking

1. Log into Oracle with your Login
2. Link: [Oracle Fusion Cloud Applications](#)  
- If you do not have a login, go to [Access](#)
3. Click on the [Supplier Portal] Icon
4. On the Bottom left, click on [Manage Profile]
5. Under the company profile, click the [Edit] button on the top right
6. Find and click the [Payments] tab



7. Click [Bank Accounts]
8. Click the [+] Symbol

A new screen will pop up where banking information can be fulfilled.

A screenshot of the "Create Bank Account" form. The form has several input fields and dropdown menus. Red arrows point to the "Country", "Account Number", "Bank Name", "Bank Branch", and "Account Name" fields, indicating they are mandatory. Green arrows point to the "Allow international payments" checkbox, the "IBAN" field, and the "Account Name" field, indicating they are optional. The form also includes fields for "From Date", "Inactive On", "Currency", "Check Digits", "Account Type", and "Description". At the bottom right, there are buttons for "Create Another", "OK", and "Cancel".

The Fields marked with Red arrows are mandatory fields. Green Arrows must be checked only if applicable.

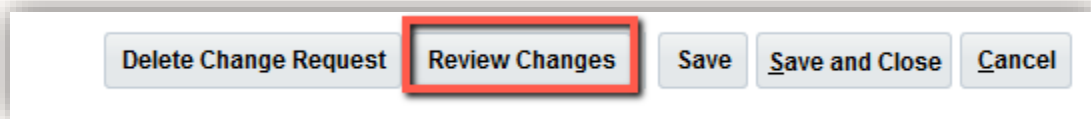
Only when the [Country] field is completed will the 'Bank Name' and 'Bank Branch' be editable.

Unless the Currency is specific to your account, you may leave this field blank. For example if you have an account that is only for USD, you may fill in the Currency. However if the same account can be used for other currencies, you may leave the field blank.

9. Once the banking is complete, click [OK]

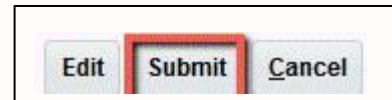
You will now need to submit this change. Please be advised that submitting is the only way the changes will take effect. Using the [Save] or [Save and Close] option will only store the change request, and no changes will be implemented.

10. On the top right, click the [Review Changes] button



11. If all changes are correct, click the submit button on the top right

12. Once the changes have been submitted, the WD SMO team will approve the changes and the banking will be updated.





## Access

If you do not have a User ID or a password, you may inquire for a password reset link to be emailed to you by our automated system. The name of the system starts with 'edmk...'. If you do not receive the email, do check your spam or junk folder.

You may inquire access from the following:

### AMER Timezone

- Rena Betancourt [Rena.Betancourt@sandisk.com](mailto:Rena.Betancourt@sandisk.com)

### EMEA Timezone

- Sharona Shragay [Sharona.Shragay@sandisk.com](mailto:Sharona.Shragay@sandisk.com)

### APAC Timezone

- Nur Ilyana Binti Ibrahim [nur.ilyana.binti.ibrahim@sandisk.com](mailto:nur.ilyana.binti.ibrahim@sandisk.com)
- Winnie Teoh [Winnie.teoh@sandisk.com](mailto:Winnie.teoh@sandisk.com)